

EXHIBITOR SERVICE MANUAL

EDUCATION 3.0

INTERNATIONAL EXHIBITION & CONFERENCE

31 October - 2 November 2013

VVC PAVILION 75

2013

DEAR EXHIBITORS AND
PARTNERS OF EDUCATION
3.0!

On behalf of our team, I would like to welcome you as participants of the international Exhibition and Conference - Education 3.0 2013! Let me first thank all the Exhibitors for your invaluable participation and support in making this exhibition possible.

Education 3.0 is the leading event in Russia and CIS dedicated to innovative educational technologies. Interactive forms and technologies without doubt facilitate improving quality of professional training of specialists and effectiveness of learning environment.

The following Manual assists you in getting acquainted with the rules and regulations of the Exhibition, as well as ordering additional equipment and services. We would like to draw your attention to the fact that Forms shall be filled in and duly submitted to the Organisers. This will help perform ordered services in proper time and with no additional surcharges.

We will be happy to assist you with any additional services that you may require.

We wish you every success at the Exhibition!

Victoria Tonakanyan

Technical manager

ORGANISERS

Nonprofit partnership Centre for modern educational technologies and development

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Exhibition schedule

Access to Exhibition Hall is permitted with Exhibitors' badges only. Mantling passes are invalid during Exhibition open days.

29 OCTOBER 2013 Tue	08.00 - 20.00	Set-up of shell scheme and individually designed booths
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30 OCTOBER 2013 Wed	15.00 - 20.00 18.00 19.00	EXHIBITOR MOVE-IN All exhibits are to be delivered and unpacked. Decoration arrangements are to be accomplished.
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31 OCTOBER 2013	10.00 - 18.00	Exhibit Hours
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1 NOVEMBER 2013	10.00 - 18.00	Exhibit Hours
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2 NOVEMBER 2013 Sat	10.00 - 17.00 17.00 - 20.00	Exhibit Hours EXHIBITOR MOVE-OUT
	20.00	Equipment and exhibits are to be removed from the fairground.*

* Any stand constructions and/or equipment left behind after 20:00 on 2 November 2013 will be considered as refuse. Exhibitors are responsible for the expenses incurred with removal of refuse.

Parameters of Pavilion 75 (Hall A)

VVC is the largest trade fair & exhibition centre in Russia. It showcases achievements in economics, science and culture of Russia & CIS.

Huge exhibition spaces, convertible exhibition halls up to 12m high and floor load limit up to 5 tn/sq.m., impressive and functional architecture, modern telecommunications systems – Pavilion 75 is designed and equipped to guarantee maximum comfort for exhibitors and visitors of exhibitions, fairs, forums.

The maximum permissible assembly height in Hall A is 6,0 m (19,6 ft). **For exhibitor appointed contractors:** Assembly height must be validated with the Organisers beforehand, its height exceeding 2,5 m (8 ft).

Placement of suspended structures is possible up to 7,2 m (23,6 ft) from floor level.

There are 6 delivery gates within Hall A grounds.



Regulations



OPERATING HOURS

Please pay attention to the Exhibition schedule. During Exhibition operating hours Hall is open from 10.00 - 18.00. Additional inbound/outbound of equipment (exhibits) during exhibition open days is permissible from 08.00 - 09.30 through delivery gates.

In order to streamline move-out for everyone it is important that the Exhibitors have their exhibits removed by 20.00 on 2 November.

DEADLINES

All exhibition documentation must be submitted to meet official deadlines. Orders received after **27 September 2013** will incur a 50% late-order surcharge,, during set-up – a 100% surcharge.

The Organisers are entitled to disclaim additional orders received after 1 October 2013.



SAFETY

There are daytime security posts located during set-up and breakdown 08:00 - 20:00 and during Exhibition open days 10:00 - 18:00. The overnight security is provided from 18:00 till Hall opening.

The Organisers institute access procedures within Hall grounds, whereas Security guards exercise control over access procedures. Security guards protect the perimeter of Hall and designated storage sites. Stand constructions, exhibits, inventory holdings shall not be placed under individual protection.

No liability shall be attached to the Organisers for loss or damage of exhibits.

Please do not leave any valuables unattended. We advise you should order lockable storage facilities (showcase, cabinet). Door keys and/or locks for cabinets and showcases will be obtained against a deposit of RUB 500 and RUB 1000 respectively.



SERVICE

You may order stand equipment and/or constructions, electricity supply, internet connection from the Organisers:

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 ✉ Victoria.Tonakanyan@me.com

Ordered services must be paid in full within 10 banking days from the invoice date. If Exhibitor fails to keep with payment terms, the Application will be cancelled with no refund.

During set-up additional orders must be confirmed by an application and be paid in cash. Please bear in mind that only limited number of equipment may be available during set-up.

During set-up the Organisers are entitled to disclaim the application for additional services. Submitted application will be implemented by the Organisers after finishing the set-up of standard shell scheme booths, documentation for which have been received by the Organisers beforehand in accordance with the submitted Forms.



VDNKH metro station

The north VDNKH metro entrance (exit right to VVC Main Entrance) is closed during repairs till 1 June 2014.

South entrance: Last carriage from the Centre, exit the station following signs for Exhibition Centre. Up the stairs to the street, walk through the park alongside Walk of Cosmonauts towards Observation Wheel. Walk along the Main Lane of VVC, at the Assembly of the Peoples of Russia turn to the right.

Car Parking

There is a car park just behind Pavilion 75 (in S. Eyzenstein street), charged RUB 50,- per hour.

Internet

You may order broadband internet connection from Form 2. Shall Windows OS be used, the Exhibitor ensures installation of up-to-date antivirus software.

Cleaning

General cleaning of the aisles is to be carried out every morning prior to the opening. Small amounts of waste are removed provided they are placed in a wastepaper basket or in plastic bags in front of booths on the previous evening.



Exhibition sites must be completely cleared after the closure of the event. Exhibitors will be charged for removal of any refuse left behind.

Xerox

To make a paper copy (paid service) reach the Service Centre located on Floor 2 of Pavilion 75.

ATM

- Pavilion 75 – Sberbank, Russian Agricultural Bank, [Qiwi](#)
- Pavilion 12 – Moscow Industrial Bank
- Pavilion 55 (Eletrifikatsiya) – Sberbank
- Pavilion 64 - Uniastrum Bank

Please check your bank website to find the nearest ATM location.

Money Exchange

- Pavilion 55 (Eletrifikatsiya)
- Pavilion 64

Smoking Area

Hall A is a non-smoking area!
You may smoke only in the designated areas.



Insurance

Insurance of civil liability risks is included in the Exhibition participation price.

In the event of damage or loss of some exhibition equipment or some harm to life, health or third party's property through the Exhibitor's fault as a result of unauthorised rearrangement of equipment, the Exhibitor shall indemnify against damages independently and at their own expenses.

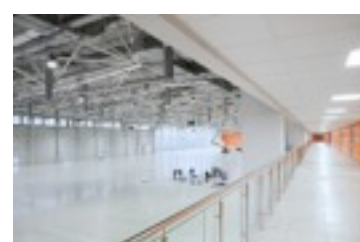
Medical Assistance

You can visit the medical office located in Pavilion 75 next to the Main Entrance (small injuries, headaches, etc.).

Temporary Staff

We would like to pay your *Russian has been adopted as the working language* of the Exhibition. If there are no Russian-speaking personnel in your company, we suggest you should use services of an interpreter.

If you plan to employ an interpreter agency, please let the Organisers know in advance the exact number of necessary badges for the temporary staff.



Third-party Contractors

The Exhibitor must provide appointed contractors with a copy of the following Exhibition Service Manual and make them aware of the regulations for the current event and the rules and instructions adopted by SUE MC IAST MOSCOW (Pavilion 75). Recruitment of EACs must be carried out in compliance with the Labour Code of the Russian Federation or any other federal law for employment contracts (as well as civil law contracts). EACs must adhere to the rules & regulations that govern SUE MC IAST MOSCOW (Pavilion 75) while mantling & dismantling, engineering, electric and decorations works. EACs and their employers (Exhibitors) have liability for failure to comply to the rules and regulations (as well as Fire Safety Regulations).



Presentation facilities



AUDIOVISUAL DEVICES

Audiovisual devices may be ordered from Form 2.

Usage of own presentation equipment (projector, screen, sound system, conference interpreting, plasmas) in big and small (208, 209, 213, 214, 215) conference rooms must be validated by SUE MC IAST MOSCOW in advance. Validation may be paid with Form 2, services for which being commercial. We kindly ask to submit to the Organisers data about AV devices and required power consumption in advance (refer to equipment certificate). If you hire devices/equipment from third-party contractors, ascertain availability of conformity certificate for used materials.

Please note that only plasmas ordered from the Organisers may be wall mounted. Plasmas hired from exhibitor appointed (EAC) contractors may be fixed on floor stands and TV desks. If you hire a DVD-set, please order an additional socket.



PRESENTATIONS

The Organisers rent out a projection unit and a screen for seminars spokespeople. ON/OFF-switching of presentation kit items must be done in the presence of the person-in-charge from the Organisers only. We urge spokespeople on examining own software to be used for presentations well in advance of the event.

Noise level

The maximum permissible level of noise, with presentations, audio/video demonstrations, etc being held, should not exceed 55 dB. Noise level higher than 55 dB leads to significant load on nervous system, while noise level higher than 75 dB may reduce hearing. Shall complaints about high level of noise be lodged, the Organisers reserve the right to disconnect the source of noise.



ADVERTISING CAMPAIGNS

Distribution of advertising materials may be carried out within Exhibition Hall only.

AIRCRAFTS filled with inflammable gas are prohibited to be used in Pavilion or at outdoor areas. Tethered aircrafts filled with balloon or inert air, flags or other advertising constructions must be authorised by the Organisers.

Placement of **SUSPENDED structures** must be permitted by the Organisers. For [rates](#) please call +7 (495) 641 17 89.

Shell scheme packaged booths

An equipped booth implies shell scheme packages (refer to the image), which are equipped with furniture and electric devices determined by the size of a particular booth.

Booths are differentiated by types:

- line (1 side open)
- corner (2 sides open)
- peninsula (3 sides open)
- island (all sides open)
- pass-through (2 line booths united, such a booth has ways-out to 2 aisles at the same time).

Each shell scheme booth must compulsorily be equipped with wall panels. The exhibition space is covered with disposable stand carpet, available in 4 colours. Colour solutions can be chosen from Form 7.

Should there any constructions be reinforced, such elements will be fixed at the Exhibitor's own expenses. Set-up of additional closing walls for open sides (not implied by a particular booth type) will be implemented at the Exhibitor's expenses.

Please pay attention to the list of equipment included in the value of your booth in accordance with the Application form. If you don't use any of booth elements, the price for hire shall not be compensated. No elements or furniture within a shell scheme packaged booth are subject for interchange between packaged items and Form 3A & 3B items, even upon coincidence of prices.

Additional equipment may be ordered from the current Manual (Form 3). Should you like to order any equipment not included in Form items, feel free to get in touch with the Organisers to check availability of such equipment and costs.

Equipment included in shell scheme packaged booth and ordered from this Manual is rendered for hire during Exhibition days only. It is prohibited to remove hired furniture or stand constructions away from the venue.

Please note that certain equipment or services might not be available after **27 September 2013**.

No stand construction must exceed the limits of rented space. The Organisers reserve the right to suspend booth set-up if the Exhibitor breaches the above mentioned conditions.

It is prohibited to use adjacent wall panels of other booths.



The event closed, all stand constructions and additional equipment must be returned without any damage and cleared from traces of adhesive tapes.

In the event of loss or damage of hired equipment or furniture, the Exhibitor shall indemnify against lost/damaged equipment and/or furniture in full.

It is not allowed to fix equipment onto stand constructions, drill slots, decorate wall panels manually, fix aggressive films/cellotape to wall panels or booth constructions, attach advertisement materials with pins, tacks, stapler, etc, attach logotypes, etc.

Attention! To avoid an accident it is prohibited to install and use own illumination sets (lamps, projectors), if not displayed as exhibits! **Usage of own illumination sets and decorative lighting** (as well as fairy lights, rope lights/duralights, net lightings, lighting curtains, LED projectors, etc) is **subject for obligatory verification of technical documentation**. It is prohibited to plug in own decorative lighting devices into sockets ordered from the Organisers!

Shell scheme booths contain fascia panels. Fascia panel may be removed provided that booth construction permits it.

Booths must display an obligatory fascia inscription including a booth number. In default of a fascia panel the Exhibitor's (co-Exhibitor's) title must be placed on the fronted part of the booth visible for visitors. You may check your booth number [on the floorplan](#).

We advise you should order lockable storage facilities (showcase, cabinet). Door keys and/or locks for cabinets and showcases will be obtained against a deposit of RUB 500 and RUB 1000 respectively.

Door keys and/or locks for cabinets and showcases may be obtained against a deposit of RUB 500 and RUB 1000 respectively on 30 October 2013 at the Organisers Office at the venue. The exact amount should be prepared in advance. The Organisers reserve the right to withhold deposit unless key/door locks have been returned on 2 November 2013 no later than 20.00.

If construction or decoration of your booth implies usage of wooden elements, decorative lighting or portable display stands, the Exhibitor must inform the Organisers without delay.

In course of preparation for the event draw special attention to the visual presentation of your booth. It is of utmost importance that your booth is visible from the aisles and nothing obstructs clients' movements. We suggest you should not place presentation equipment, stands, podiums, and trees along the open sides. Do not overload your booth with items; think in advance where you are going to keep POS materials (storage room, a shelving unit, wall shelves). Order additional lighting of the inner exposition to single out your showroom in a row. **Remember that success of your participation depends on you.**

Space-only sites

An unequipped booth implies space-only hire, so to say marked surface. Floor space will be limited to a total amount of rented sqm.

Space-only sites will not be equipped with packaged booth items, such as furniture or electric devices. Furniture and stand constructions must be ordered from your developers.

Space-only gives an opportunity to build an individually designed custom booth. Construction of individually designed booth implies maximal attention to brand identity.

Shall assembly/dismantling works and art & decoration arrangements be carried out by Exhibitors themselves or exhibitor appointed contractors, only custom and individually designed stands may be constructed and built up. Individually designed stands are supposed to be set-up with glass plastics, chip board, MDF, chrome trusses, metal frameworks, etc. Please inform your appointed contractors that individually designed custom booths built with modular exhibition systems (any country of origin) are prohibited in Pavilion 75!

Construction permit for assembly and decoration works will be granted upon Project Design Documentation (PDD) verification with Technical Dept. specialists of the Main Developer in time for the Exhibition (on a commercial basis). Design booth layout must be validated with the Organisers not later than **1 October 2013**:

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These rules and regulations are also extended over portable display stands (pop-up, fold-up, roll-up, banners, etc.) decorated with illumination sets.

Booths must display an obligatory fascia inscription including a booth number (according to the Official floorplan). In default of a fascia panel the Exhibitor's (co-Exhibitor's) title must be placed on the fronted part of the booth visible for visitors. You may check your booth number [on the floorplan](#).

Electricity power supply may be ordered from the Organisers only. Check with your exhibitor appointed contractor (EAC) the exact amount of kW necessary for lighting devices..

It is prohibited to plug in own decorative lighting devices into sockets ordered from the Organisers!

In the event of damage of constructions through the Exhibitor's fault, the Exhibitor shall indemnify against damages in full.

VERIFICATION OF PDD

Construction permit for assembly, dismantling, engineering and decoration works will be granted upon Project Design Documentation (PDD), the latter having been verified with the relevant offices of the Main Developer (on a commercial basis) [Montazhnik LLC](#).

Copies of documents and a price list for 2013 may be obtained from the relevant specialists at +7 (495) 644 29 11, +7 (499) 181 41 06.

Fire Safety

It is obligatory to submit the following documents to the Fire Safety Department of VVC SJSC:

- ▶ certificate of fire protection works;
- ▶ fire safety certificate for used materials.

For more information contact +7 (499) 760 27 24, +7 (499) 760 24 52.

Display stands

Each portable display stand must be accompanied by a fire safety certificate for used materials. Shall the manufacturer find difficulty in providing such a certificate, display stand constructions are assumed to have been produced with flammable materials.

Decorative lighting systems

Usage of own illumination sets and decorative lighting (as well as fairy lights, rope lights/ duralights, net lightings, lighting curtains, LED projectors, etc) is subject for obligatory verification of technical documentation (development of electric installation chart and preparation of all necessary documents). A licensed electrician with electrical permit (verification of competence) no less than Level 4 must be ON THE PAYROLL.

Wooden elements

If construction or decoration of your booth implies usage of wooden elements, such elements must be accompanied by a fire safety certificate and are subject for obligatory verification of technical documentation.

In accordance with the safety arrangements it is prohibited to move in wooden exhibits and wooden stand constructions failed to acquire approval!

Breach of verification procedures

Technical Dept. of the Main Developer reserves the right to deny exhibitor appointed contractors (EAC) with a permit for set-up works if the latter fail:

- to submit a complete set of documents in due time;
- to verify compliance of the submitted documents with applicable rules and regulations of Montazhnik LLC and Russian Federation.

Issued construction permit entitles the organisation and its enrolled workers to access the venue, move in equipment listed in Check-In/Check-Out Letter and perform set-up and arrangement works within Pavilion 75. Issued construction permit entitles EACs to perform above mentioned works during set-up and dismantling dates.

Graphics

Shell scheme packaged booths contain white fascia panels, which may be decorated with fascia inscriptions (15 signs in one language for free), logos and images pasted onto them.

Standard (default) inscription colour is blue. You may choose any other colours matching your brand identity and indicate them in Form 6. The full colour set in presented as a link in Form 6. Should you like to specify colour shades, please feel free to get in touch with the Organisers.

Fascia panel may be removed provided that booth construction permits it. Should there any constructions be reinforced, such elements will be fixed at the Exhibitor's own expenses.

You may also order production and placement of your company logo onto the fascia panel or any other graphic decorations for wall panels at an extra charge From Form 6. All images must be submitted to the Organisers not later than **27 September 2013**. The Organisers do not design or process images.

Requirements for images (for panel decorations) and logotypes:

Format: *.tiff

Resolution: 72 dpi (in scale 1:1)

The image must be backed up with a .jpeg copy. Should more than one image be used for panel decorations, it is obligatory to submit a scheme for booth decorations! Please note that file names must contain Latin letters only.

Materials must **NOT** be sent in self extracting archives (SFX) (not .exe). If image are too "heavy", please use file hosting sites.



Please do not enclose files as letter attachments!

It is not allowed to use or paste own inscriptions onto fascia panels or booth wall panels, fix aggressive films to booth constructions, drill slots, attach advertisement materials with pins, tacks, stapler, cello tape, etc., attach logotypes, etc

We suggest you should order any art and decoration arrangements from the Organisers. For coloured fascia inscriptions and panel decorations The Organisers use a soft PVC film with high-gloss or matte surface ideal for short-term applications. If you order graphic materials (pressure sensitive films, logotypes, etc) from exhibitor appointed contractors (EAC), please ascertain conformity certificate for used materials. For panel decorations only Orafol pressure sensitive films (Oracal, Orajet, Oratape, etc) shall be used. Other films, such as Avery, LG, Scotchcal, will be rejected.

Materials must be accompanied by an appropriate scheme for booth decorations and printed out images! If such a scheme is not duly submitted, order of panel decorations will be executed at the discretion of Hall layout squads.

Exhibitors with space-only sites should contact their developers to order their fascia panel inscriptions or other graphics.

How to submit images for panel decorations to the Organisers?

► **Step 1.** Choose an image you would like to decorate wall panels or other constructions with. You may order printing process from Form 6. All images must be submitted to the Organisers not later than **27 September 2013**.

► **Step 2.** Be careful to check the image beforehand. Reprinting of the image will be implemented at the Exhibitor's own expenses. Image must be submitted in .tiff in the appropriate size. The Organisers do not design or process images.

► **Step 3.** Then the image should be compressed. Please note that materials must not be sent in self extracting archives (SFX) (not .exe).

► **Step 4.** Please do not enclose files as letter attachments!

► **Step 5.** Then image should be uploaded to a file hosting site. You may choose any file hosting site available in your country.

► **Step 6.** Once the file has been uploaded, the download link should be sent to the Organisers. Should more than one image be used for panel decorations, it is obligatory to submit a scheme for booth decorations! If such a scheme is not duly sent, order of panel decorations will be executed at the discretion of Hall layout squads. We would like to remind that all the images must be submitted to the Organisers not later than **27 September 2013**.



Fire Safety Regulations

Attention: Should decorative lighting be used for booth set-up, the Exhibitor must inform the Organisers without delay.

►Exhibitors are responsible for fire safety and compliance with these fire safety regulations during mantling, dismantling periods and exhibition open days.

►Exhibitor shall compile and validate PDD with Fire Safety Department in good time.

►No stand construction shall exceed the limits of rented space.

►All construction materials and building elements shall be accompanied by certificates describing degree of flammability.

►All exhibition equipment, stand construction materials, etc used for stand assembly and decoration shall be certified in accordance with RF Certification of Goods and Service law dated June 10, 1993 and registered No 5151-1 by specially authorised executive power bodies for certification.

► Carpets used at stands shall be securely fixed to the floor along the perimeter and at the joints thereof. These shall be made of a slow burning material (resisting a burning cigarette or a match).

►Shall 2-storey booths be accommodated with temporary constructions, Pavilion ceilings shall be equipped with wireless fire smoke detectors or with other fire fighting systems.

► Exhibition booths shall be assembled with construction materials and building elements with degree of fire danger rating no less than:

- For wall & ceilings finishings and suspended ceilings infillings - G2 & B2 degree of flammability and combustibility, D2 fume formation rate, T2 toxicity level

- For floor coatings - B2 degree of flammability, RP2 rate of flame propagation, D2 fume formation rate, T2 toxicity level

►All flammable materials with higher fire danger ratings must be treated with a fire-retardant composition.

►Each exhibition site shall be kept clean. At stands and within Exhibitions Halls it is prohibited to:

- smoke and apply open flame;

- mount equipment and use materials not stated in PDD;

- arrange storages, stockrooms of advertising materials or souvenirs and refreshments;

- use draping materials from combustible plastics resistant to treatment with a fire-retardant composition.

- coat with combustible paint; keep and use HIL (highly inflammable liquids), combustible liquids;

- use conduit fire protection systems for suspension or fixation of any equipment;

- attach equipment and devices to conduit fire protection systems;

- cause damage to sprinkler distributors;

- use fire hydrants for other means than extinguishing fire;

- block access to fire hydrants with equipment, stands, etc., block coverage area of fire detectors with banners, posters, decorations, screens, etc.

- use diffusers made of plexiglass, polystyrene and other flammable materials in lighting devices;

- use utility triple sockets, extension cords, sparking electric tools;

- turn off the lights in Exhibition Halls during Exhibition period or other human heavy trafficked events;

- install or plug in electrical devices not enabled in manufacturing technology;

- leave circuitual equipment and devices unattended;

- use damaged sockets, switches, cables, wires and other damaged electrical devices, use boilers and heaters with heating spirals;

- install projectors and border lights within 0.5 m to flammable constructions and sprinkler system distributors; wrap electric lamps in paper, textile or other flammable materials;

- clean stands or any other premises with gasoline, kerosene, HIL (highly inflammable liquids), combustible liquids; keep packages from fuel, fuel itself or oils, tank up vehicles with fuel or dump fuel.

- recharge batteries from exhibition vehicles.

►It is prohibited to build a fire, burn refuse and packages at nearby territory close then 50m to the venue, as well as storage of combustible waste, packages and wrapping (even if temporally).

►No materials, equipment, refuse, etc. shall prevent free access to evacuation passages, power cabinets, fire boxes and other emergency fire fighting facilities. Stairwells, evacuation exits, passages, corridors and vestibule should always be kept free from any objects preventing the flow of people.

Electricity: supply and consumption

Electricity supply and power connection are not included in space rental and must be ordered separately from Form 5. The maximum power supply per socket is limited by 1 kW. Additional sockets and lighting devices may be ordered from Form 4.

Standard provided voltage is 220 V. If you need 380 V, indicate it in Form 5. Equipment operating on 110 V needs a voltage adaptor.

Make sure you have ordered the necessary amount of kW. It is imperative to check power capacities of your electrical devices.

Coffee machine: from 1.4kW TV: from 100-400W

Electrical coffeepot: from 800W

Fridge: from 200W

Apple laptops: from 45W

iMac: from 310W (27")

In accordance with safety arrangements it is prohibited to use own triple sockets and/or extension cords!

The full list of inbound equipment and electrical devices must be included in Check-In/Out letter. If you are moving in with small household appliances (coffee machines, electrical coffeepots), audio-visual equipment, coolers, please make sure you have ordered the necessary amount of sockets! We urge the Exhibitors not to use electric kettles. Each electrical device must be connected to a separate socket. Should you have questions concerning power supplies, feel free to get in touch with the Organisers.

Be a refrigerator used, the Exhibitor must order a 24h socket (from Form 4). Fridge, ordered from the Organisers, is already supplied with a 24h socket.

Unauthorised connection to power supply mains is strictly prohibited. **For exhibitor appointed contractors:** power distribution board, sockets and cables must be provided by the Exhibitor or by their developer. Exhibitor Appointed Contractors (Exhibitors) provide their own cable to connect power supply for space-only or to plug in exhibits. A five-conductor cable with appropriate load-carrying area no less than 30 running metres must be provided by Exhibitor Appointed Contractor (or by the Exhibitor).

To ensure people's safety and care of electrical devices power distribution boards at the fairground are equipped with Residual Current Protective Device (RCD) in

accordance with Electrical Installation Rules dated 1.03.2003. RCD being switched on through fault of the Exhibitor or the Exhibitor's representative, **the Organisers reserve the right to fine the Exhibitor with RUB 1000,- for turning on the system each time.**

Please note that in Russia **F-type plugs and sockets (Schuko, CEE 7/4)** are used.

If you use plugs/sockets of other types in your country, adapters must be obtained in advance. Universal adapters may be bought in duty-free shops.

Attention! To avoid an accident it is prohibited to install and use own illumination sets (lamps, projectors) - if not displayed as exhibits! We strongly recommend all the lighting devices should be ordered from the Organisers only or from certified contractors.

Usage of own illumination sets and decorative lighting (as well as fairy lights, rope lights/ duralights, net lightings, lighting curtains, LED projectors, etc) **is subject for obligatory verification of technical documentation.** Placement of decorative lighting on the Hall floor is prohibited.

Rules of electrical installation:

- ▶ Only companies certified to conduct electrical installations may be assigned to carrying out such services at the venue.
- ▶ Exhibitor Appointed Contractors (EAC) failed to verify PDD compliance with current rules and regulations shall not be admitted to the venue.
- ▶ Stand wiring shall be conducted in compliance with Fire Safety Measures at SUE MC IAST MOSCOW (Pavilion 75).
- ▶ RCD (residual current protective device) and short-circuit protection devices shall be installed separately for illumination network and for equipment.
- ▶ Each EAC of individually designed custom stand shall submit electrical network with required power capacity and clustering application well in advance of the Exhibition.
- ▶ Electrical installation and maintenance of equipment at individually designed custom stands shall be conducted only by circuit installers with the 3rd or higher grade of the Russian electrical safety standard. Prior to connection to IEC electric main an insulation resistance test shall have been carried out to sign an act on segregation of liability between IEC and exhibitor appointed contractor (EAC).
- ▶ Each distribution board requisite for interior electrical network layout shall be

equipped with a residual current device. The entrance cable from stand distribution board to IEC interface point shall be provided by exhibitor appointed contractors (EAC). A five-conductor cable shall be compulsorily used.

- ▶ The entrance cable from hatch to protective device shall be protected from mechanical damage.
- ▶ In open spaces and in the aisles cables must be covered with special floor bridges.
- ▶ Connection of brand wire strands and cables shall be conducted by brazing (welding) or with bolted connectors. It is prohibited to connect with end fixture splices or build up (extend) wiring with terminals. All metallic stand constructions, distribution boards, metal hoses, metal pipe conduits, etc shall be adequately grounded.
- ▶ Electric distribution incoming line section shall be provided with free access.
- ▶ Electric lighting devices adapted to P-2 fire resistance class shall be used for illuminating Halls and stands. It shall not be allowed to use diffusers made of plexiglass, polystyrene and other flammable materials in lighting devices. The distance between illumination fixtures and fire resistant or slow burning surfaces shall be equal to no less than 40cm.
- ▶ The dismantlement of electrical equipment and its disconnection shall be carried out by the same personnel who carried out the installation.
- ▶ SUE MC IAST MOSCOW reserves the right to disable power supply in case of emergency to prevent accidents and as a preventive measure in the case of incidents which may be caused by gross violation of Safety Rules for Operation of Customers' Electrical Installations (PEEP) and Accident Prevention Regulations (PTB).



Before set-up

Prior to any set-up procedures make sure your stand is allocated according to the floorplan. In case of misdisposition of constructions with reference to the general surface marking layout, dismantlement/re-assembling shall be implemented at the Exhibitor's expenses.

Assembly height must be validated with the Organisers beforehand, its height exceeding 2,5 m (8 ft).

Construction permit for stand assembly is acquired with Project Design Documentation (PDD) having been verified by the Organisers, the relevant offices of Montazhnik LLC and VVC SJSC. Exhibitor Appointed Contractors (EAC) failed to verify PDD compliance with current rules and regulation will not be admitted to the venue.

During set-up

All construction and set-up works must be performed in accordance with the Exhibition schedule. EACs may move in stand construction according to the assigned move-in date and time!

No stand construction must exceed the limits of rented space. The Organisers reserve the right to suspend booth set-up if the Exhibitor breaches the above mentioned conditions.

Storage of packages and keeping goods behind booths is prohibited in accordance with fire safety arrangements.

Carpet or other floor coverings must be thoroughly attached to floor across and within an exhibition site with adhesive tape. It must be easy to peel off adhesive tape without trace. On removing carpet or other floor coverings the Exhibitor or their EACs must peel off adhesive tape from floor space within their stand limits.

Stand constructions or any other elements may not be attached to Hall walls or floor.

Individually designed custom booths must be built up with elements of high degree of preparation, pre-assembled and coated within EACs' production area. Only

matching of fabricated parts, finishing and coating of joints provided the floors of aisles are covered with a protective film are allowed with the fairground. It is strictly prohibited to use stationary circular blades, orbital sanders not equipped with dust extraction, apply open flame, perform welding works. It is not allowed to assemble or decorate stands with gypsum wall and fibre boards.

Having assembled the main stand constructions, the set-up supervisor must inform the Organisers that electric devices can be connected to electricity power supply. Unauthorised connection to power supply mains and utilities network is strictly prohibited.

During set-up and breakdown storage of building materials and constructions is permitted only within the limits of rented space. Aisles between booths shall not be blocked.

Overtime usage of exhibition space for set-up and dismantling works must be pre-arranged with the Organisers and pre-paid according to the established rates (Form 1). The minimum overtime period is 1 hour. Overtime works must be ordered till 16.00 of the day when overtime works are planned.

During breakdown

No packing of equipment, delivery of packaging materials and/or dismantling of exhibits is permitted before the official closure of the Exhibition.

On finishing set-up and arrangements works Exhibitors and/or exhibitor appointed contractors (EAC) are liable for removal of packages and construction & installation litter into designated dustbins. In special cases (when litter is dangerous for people around and/or it prevents from proceeding with necessary arrangements and/or it obstructs access to other booths) any set-up works may be suspended until litter is removed.

Be there any litter left behind inside Pavilion after finishing set-up and arrangements works, exhibition booth (site) will be examined, articles left behind will be enumerated, cost sheet for having that litter removed will be calculated. EACs will be charged with indemnity payment for the above mentioned works. Later that particular company will not be allowed to the venue until the full payment is made.

Any stand constructions and/or equipment left behind *after 20:00 on 2 November 2013* will be considered as refuse. The Exhibitor will be charged for having that refuse removed.

Handling and transportation

Equipment and exhibits may be moved in during set-up and removed during dismantling (please refer to *Exhibition schedule*).

Additional inbound/outbound of equipment (exhibits) is permissible 8.00 – 9.30 through delivery gates. Please show respect for other Exhibitors.

If you are moving in small household appliances (coffee machines), audio-visual equipment, please make sure you have ordered the necessary amount of sockets!. Should you have questions concerning power supplies, feel free to get in touch with the Organisers. For further information please check *Electricity*.

Attention: Storage of packages and keeping goods behind booths is prohibited in accordance with fire safety arrangements.

Exhibitors are to prepare Check-In/Check-Out Letter in 4 copies with the original stamps and an authorised signature with the full list of equipment brought to the fairground (incl. electric devices and advertising constructions). The Letters must be submitted in the working language of the Exhibition.

By 1 October 2013 the scanned letters should be emailed to the Organisers to make move-in time and date list. While the original letters should be submitted for validation to the Organisers' office (onsite) and Registration desk in the lounge of Pavilion 75 on 30 October 2013.

Please note that Check-In/Check-Out Letter a public document which authorises any equipment included in the list to be removed from the Exhibition. Do not leave endorsed Check-In/Check-Out Letters unattended! No liability shall attach to the Organisers for loss or damage of exhibits. If you order services or hire equipment from third-party contractors, please hand in Letters personally to the manager in charge. The Organisers will stamp Check-In/Check-Out letters submitted by the Exhibitors (co-Exhibitors) only. The Organisers will not stamp Check-In/Check-Out letters submitted by third-party contractors.

Advertising materials may be moved in through the Main Entrance to Pavilion 75 with endorsed Check-In/Check-Out Letters.

Access to the loading/unloading area should be proceeded only for the Exhibitors with cargo or those having ordered handling services.

Access to Fairgrounds

Cars are allowed to move in/out through the security checkpoints only:

Move-in:

Likhoborskiy (Лихоборский) - 24/7

Khovanskiy (Хованский) - 24/weekdays

North-1 (Север – 1) - 8.00 till 19.00

North-3 (Север – 3) - 8.00 till 19.00

Move-out:

Sovkhozny (Совхозный) - 8.00 till 21.00

South (Южный) - 8.00 till 19.00

North (Север – 2) - 8.00 till 21.00

Likhoborskiy (Лихоборский) - 21.00 till 8.00

Khovanskiy (Хованский) - 19.00 till 8.00

Only Likhoborskiy checkpoint is open at weekends.

Speed limit on VVC fairgrounds is 20 km/h (12 mph).

Attention: Space-only holders will be authorised to move in equipment **only on approval procurement** from the Technical Dept. of Montazhnik LLC and Fire Safety Department of VVC SJSC.

Access to the loading/unloading area is authorised to the cars with a paid entrance permit (RUB 400/800).

Please note that only an authentic vehicle permit gives a right to proceed to the area next to the delivery gates. A new vehicle permit must be purchased, the previous being lost.

Inbound and outbound of exhibits must be carried out through the delivery gates of the corresponding Hall where your booth is allocated. On exhibits and/or equipment having been taken off, a vehicle must leave the unloading area forthwith.

Foreign non-resident Exhibitors may order on-site handling services from BTG Expo only:

Mr. Eric Awater

+49 (0) 69 40 89 87 - 102

eric.awater@btg.de

Mr. Matthias Hildebrandt

+49 (0) 69 40 89 87 - 104

matthias.hildebrandt@btg.de

Ordered handling services will be performed till 19:00.

If you import exhibits (goods) from abroad, please review RF customs regulations.

Attention: do NOT send exhibits/equipment via express mail!

The Organisers will not accept delivery of any goods on behalf of exhibitors, nor is there any responsibility taken for the safety of any such items delivered to the exhibition site in the absence of the exhibitor.

Exhibitors must report all details about exhibition goods to forwarding agents to obtain detailed information on rates and delivery terms. Should customs clearance procedure be required, we strongly recommend Exhibitors should not sell or pass over imported exhibits. Please let Customs broker know about your plans in advance.

Check-in of audiovisual equipment

Own audiovisual (AV) devices (incl. loudspeaker equipment and projection units) and their serial numbers must be included in Check-In/Check-Out letters.

We kindly ask to submit to the Organisers data about AV devices and required power consumption in advance (refer to equipment certificate).



Your question not listed here?

+7 916 800 52 09

Questions & Answers

Is it really time-consuming to fill in ESF?

No, it isn't. Forms are designed in the way to speed up the process and reduce the amount of typing.

When should I start filling Forms?

Once you have submitted the Application Contract. For more details check [How to](#).

I do not have regular access to internet or computer. Is it compulsory to fill the Forms on screen?

Filling in the computer version is the preferred way. It will take you less time than writing the information with pen.

How should I enter information into Forms?

You type your information directly into Forms by using your computer keyboard.

Can I make changes after all the information has been entered?

Yes, after you have entered all the information, you can still go back and make corrections.

What if I enter the wrong information?

Don't worry, simply go back, delete the wrong information, and enter the correct information.

Can I start filling in the computer form and complete the same later?

Yes, you can do so. Just download ESF from our website and save a copy to your hard drive.

I have filled in the computer form. Do I still have to take a print out and send it to the Organisers and if yes, where should I submit it?

Yes, you should print out the necessary Forms and the Application in 2 copies, sign, stamp and email them to Victoria.Tonakanyan@me.com. One paper copy should be returned to the Organisers and the other copy should be kept for your records.

All my colleagues are on holiday. Nobody can stamp and/or sign Forms. May I send them in .pdf?

Orders will not be processed unless Forms are properly filled in and stamped.

What is the last date for submission of Forms?

There is no actual last date. However, after 1 October 2013 the Organisers reserve the right to disclaim any submitted Forms.

If I submit Forms after the deadline, will you please make an exception for me?

All Forms submitted after 27 September 2012 will incur a late-order surcharge. No allowances will be made for orders received after that date.

How can I obtain a copy of exhibition catalogue? / I would like to modify company's entry on exhibition website?

The technical manager deals with questions concerning venue & booth installations only. For any other matters please contact [the relevant team member](#).



For advertising agencies: do not forward technical manager's contacts to your colleagues who are not in charge of booth installations. Please kindly follow the instructions in *Q&A*.



Be aware that due to a large amount of emails it might take some time to receive a reply. Priority will be given to inquiries not covered by the information in the ESM.

How to Fill In Exhibitor Service Forms

1. Download ESF from [our website](#). Forms are in a .pdf format, and you can type your information directly onto your document, on your computer, before you print it out. In order to save the document, don't type in the information immediately when the PDF loads on your Web browser. Instead, after the PDF loads, use the *save* button to save a copy of the file to your hard drive. Then, open the downloaded file and then type in any information. This way, you can save the filled-in form on your hard drive.
2. Look over the pages of ESF, and familiarize yourself with the format of Forms.
3. All the Forms carry a deadline of **27 September 2013**. It means that from 28 September onwards all received orders will incur a late-order surcharge.
4. Please complete Forms in either English, or Russian.
5. Forms are only valid when signed and stamped.
6. Enter your contact details. This information will be automatically repeated on all other Forms.
7. Enter number of devices/furnishings/etc. Cost will be calculated automatically.
8. Always press **ENTER** after each number.
9. Total cost will be automatically transferred to Application.

Useful Tips

► **Form 1** - Enter your total floor space (in sqm).

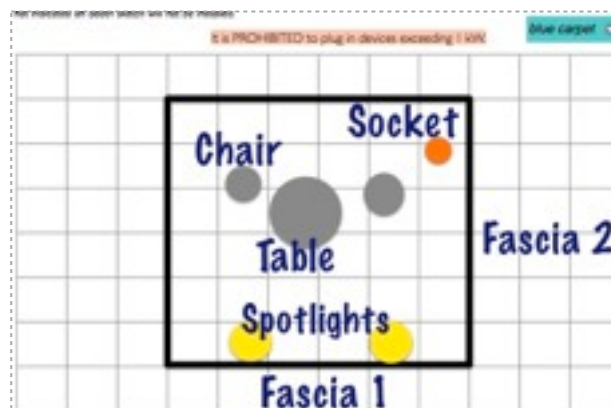
► **Form 1** - Enter how many promo announcements you would like to order per day.

► **Form 5** - Check box AMOUNT OF KW. **For shell scheme packaged booths:** Count your kW by adding kW of all your devices (laptops+mobile chargers+presentation devices).

► **Form 6** - Enter your fascia inscription in either Latin, or Cyrillic symbols. Count number of entered signs (without spaces). This may be done in Microsoft Word. If number exceeds 15 free signs, then enter the number of signs in a box. In all other cases, enter 15. Press **ENTER**. Cost will be calculated automatically.

► **Form 6** - Enter preferred colour of fascia inscription by following the link. The default colour is blue.

► **Form 7** - Draw a sketch of your booth.



I can't open Forms!

Adobe Reader is a free PDF viewer.

For download visit their [website](#).



► **Form 7** - Choose colour solution for your stand carpet.

► **Form 7 - For space-only:** Enter contact details of your EAC.